

# MEMORANDUM

## *City Hall Project*

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Date: October 2, 2003  
To: Honorable Mayor and City Council  
Through: Tom Wilson, City Manager  
From: Greg Armendariz, City Hall Project Manager  
Subject: Attachment to Council Agenda : Review Progress Report on Civic Center and Approve Change Order and Purchase Orders

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### **Change Order and Purchase Orders**

One contract change order for \$19,229 and an additional 4 purchase orders for \$9,250 are recommended for approval. A change order and purchase order summary, describing the work, cost for each change order and purchase order is attached. The remaining project contingency is \$55,238.00, after approval of the above change order and purchase orders.

### **Third and Fourth Floor Improvements**

The 3rd floor improvements have been successfully completed within budget and the 3rd floor lobby is open to the public.

The 4th floor improvements are underway. The contractor is performing the work after hours to prevent any impacts to the day-to-day business operations of the City Hall. All of the following items have been completed to date: rough electrical, rough HVAC, framing, sheetrocking and taping. Over the next three weeks the following work is planned: painting, door framing, finish electrical, lighting, and HVAC, and carpeting. Furniture installation will follow in approximately four weeks. Completion of all the improvements, conference room technology and furniture installation is planned for late-November.

### **Budget**

The City Hall project contingency balance is **\$55,238** after approval of the above change order and purchase orders. Attached is the budget summary report prepared by Finance, for the City Hall, 3<sup>rd</sup> Floor and 4<sup>th</sup> Floor Improvements.

# City Hall Project

Proposed Purchase order/Change Orders for Council approval - October 7th, 2003

		Funding Source				
Change Order #		HOLDS OR UNBOUGHTS		OTHER CIP PROJECTS		PROJECT CONTINGENCY
		amount	Description	amount	CIP project description	amount
					Contingency as of September 2, 2003 (includes interest earnings of \$233,000)	\$ 83,717
<b>Proposed Change Orders</b>						
	<b>ACCO</b>					
	Installation of 7 (seven) LEL sensors & all appurtenances for Garage exhaust system					\$ 19,229
<b>Proposed Purchase Orders</b>						
	<b>DPR CONSTRUCTION</b>					
	Relocate mosaic on first floor lobby, re-align, grind and re-paint metal doors at trash enclosure, misc concrete work at garage entrance.					\$ 6,000
	<b>METAL AIR</b>					
	Install handrail return @ Librabry sidewalk to Milpitas Boulevard					\$ 985
	<b>Trim Tech</b>					
	Repair, re-align misc doors and hardware					\$ 1,000
	<b>SUMMERS &amp; SONS</b>					
	Labor and materials to install motion sensor switch @ Fire Prevention and troubleshoot display pump no. 2.					\$ 1,265
Cost Sub-totals		\$ -		\$ -		\$ 28,479

Grand total for all change orders = \$ 28,479

Totals Project Contingency Funds Remaining = \$ 55,238

**Civic Center Project**  
**Budget Summary**  
As of October 02, 2003

Total Civic Center Project Budget		<b>38,506,918</b>
Expended and Committed to Date:		
Expenditures paid to date (through 10/02/03)	38,130,343 (1)	
Contracts and encumbrances approved by Council	<u>292,858</u>	
Total Expended and Committed to Date		<u><b>38,423,201</b></u> (2)
Uncommitted Budget		<b>83,717</b>
Holds and Unboughts		<u><b>0</b></u> (3)
Remaining Project Contingencies		<u><u><b>83,717</b></u></u> (4)

(1) Represents 99.02% of total Civic Center Project budget

(2) Represents 99.78% of total Civic Center Project budget

(3) Represents 0.00% of total Civic Center Project budget

(4) Represents 0.22% of total Civic Center Project budget

**Civic Center  
3rd Floor Remodel  
Budget Summary  
As of October 02, 2003**

Total Civic Center 3rd Floor Remodel Budget		<b>45,000</b>
Expended and Committed to Date:		
Expenditures paid to date (through 10/02/03)	30,809 (1)	
Contracts and encumbrances approved by Council	<u>-</u>	
Total Expended and Committed to Date		<u><b>30,809</b></u> (2)
Uncommitted Budget		<b>14,191</b>
Uncommitted Budget Transferred to 4th Floor Budget		<u><b>(14,191)</b></u> (3)
Uncommitted Budget Less Contingencies		<u><u><b>0</b></u></u> (4)

(1) Represents 68.46% of total Civic Center Project budget

(2) Represents 68.46% of total Civic Center Project budget

(3) Represents 31.54% of total Civic Center Project budget

(4) Represents 0.00% of total Civic Center Project budget

**Civic Center**  
**4th Floor #CQ8026**  
**Budget Summary**  
As of October 02, 2003

Total Civic Center 4th Floor Budget		<b>580,000</b>
Budget Transfer from 3rd Floor		<b>14,191</b>
<b>Adjusted Civic Center 4th Floor Budget</b>		<b><u>594,191</u></b>
Expended and Committed to Date:		
Expenditures paid to date (through 10/02/03)	51,103 (1)	
Contracts and encumbrances approved by Council	<u>462,777</u>	
Total Expended and Committed to Date		<b><u>513,880</u> (2)</b>
Uncommitted Budget		<b>80,311</b>
Project Contingencies		<b><u>(45,000)</u> (3)</b>
Uncommitted Budget Less Contingencies		<b><u><u>35,311</u></u> (4)</b>

(1) Represents 8.60% of total Civic Center Project budget

(2) Represents 86.48% of total Civic Center Project budget

(3) Represents 7.57% of total Civic Center Project budget

(4) Represents 5.94% of total Civic Center Project budget